



Executive Office of the Mayor  
FY2012 Office on Asian and  
Pacific Islander Affairs  
Organizational Chart



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Executive Director  
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Christina Truong  
Staff Assistant  
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Main Duties:

- Customer Service
- Administrative Support
- Subject Matter: Housing

Other duties:

- IT/Web Coordinator
- Recycling Coordinator

Community Engagement

Advocacy

Policy and Research

Intergovernmental Affairs

Agency Support

Ngoc Trinh  
Outreach Coordinator  
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Neel Saxena  
Program Coordinator/Grants  
Manager  
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Andrew Chang  
Outreach Specialist/Public  
Information Officer  
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Dory Peters  
Special Assistant  
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Main Duties:

- Outreach
- Case Assistance
- Subject Matter:  
Health/Safety/Human Services

Other duties:

- Risk Management
- ADA Compliance
- Volunteer Recruitment and  
Coordination.
- Translation/Interpretation
- Quality Control of Translated  
Materials

Main Duties:

- Language Access Support/  
Coordination
- Interagency Support
- Grant Management
- Subject Matter:  
Education/Mental Health

Other duties:

- Census Coordinator
- Council Liaison
- OPLA/Legislative Liaison
- Office Management

Main Duties:

- Outreach
- Case Assistance
- Subject Matter:  
Employment/Environment
- Newsletters/Community Calendars

Other duties:

- SYEP Coordinator, Internship
- Public Information Officer  
Manager
- Documents Quality Control
- Capacity Building

Main Duties:

- Budget and procurement
- Contracts and Procurement
- HR Liaison
- Subject Matter: Small Business  
Assistance/ Environment
- Outreach
- Administrative Support

Other duties:

- Grant Monitoring
- KPI Quarterly Reports
- Special Projects